

Azerbaijan Reproductive Health/Family Planning Program Position Description

Title: Project Director
Reports to: Regional Director for Asia

Scope of position:

Based in Baku, Azerbaijan, the Project Director leads a multi-disciplinary team to launch an initiative to provide Azeri men and women with higher quality, more accessible reproductive health and family planning services in at least 15 central and southern districts of the country. The Project Director is overall responsible for achieving the project's vision and strategy, directing the project team, and managing the critical relationships with national partners in the public and private sectors, USAID mission, and other key stakeholders, including other donors and cooperating agencies. S/he has overall program, managerial, and fiscal responsibility for the project, including achieving program results, financial accounting and reporting, and ensuring compliance with all USAID cooperative agreement contractual matters and other applicable laws and regulations. S/he supervises and provides technical and managerial support to four key staff members.

Specific duties:

- Leads the development, successful implementation, and monitoring of the project's multi-year strategy coordinating closely with the USAID mission, project staff, and other key stakeholders in Azerbaijan
- Oversees, administers, supervises, and manages the performance of all the project's principal partners with regards to the terms of the USAID Associate Award
- Proactively communicates and responds to stakeholders in all significant matters relating to the performance of the Associate Award
- Travels periodically throughout the country to assist in the design, implementation, and supervision of project interventions
- Represents the project to USAID, other donors, country partners, and other national and international agencies to further the aims of the project
- Ensures project staff maintain effective and collaborative working relationships with all stakeholders and collaborating agencies
- Reports to USAID on project programmatic and financial performance
- Leads the project management structure to ensure effective collaboration, teamwork, responsiveness, and collegiality
- Provides technical and managerial support to the key project staff to achieve project goals

Qualifications:

- Masters degree in health, development, international relations, or related area and/or M.D.
- Demonstrated management and leadership skills working with national programs addressing social and health issues
- At least 5 years experience with management of USAID and/or other donor programs, knowledge of USAID rules and regulations and the SO/IR system

- Minimum of 7 years solid programming and technical experience and demonstrated achievements in developing family planning, reproductive health, or maternity care service delivery programs
- Knowledge of programming and training issues to strengthen human capacity development in health facilities
- Experience in developing, managing, and overseeing complex program budgets
- A recognized leader with excellent management, supervision, and interpersonal skills, capable of directing and managing change, and inspiring teamwork and high-performing teams
- Demonstrated leadership in working and collaborating with USAID, donor agencies, technical assistance agencies and local counterparts
- Proven abilities in developing and maintaining successful relationships with representatives from the public, private, commercial, and NGO sectors to achieve common goals
- Ability to travel frequently within the country and occasionally to other countries
- Written and verbal fluency in English, and a high level of speaking and comprehension of Azeri, Russian, or Turkish preferred
- Solid knowledge of and work experience in the Newly Independent States preferred